

Executive Human Resources Specialist - Senior

POSITION SUMMARY: Under the general supervision of the Chief of the Agency Services Section, the **senior level** human resources consultant (HRC) is responsible for working with State agencies to provide assistance in the best practices for effectively hiring according the merit principles of civil service. The position also serves as the point of contact for assigned State agencies to offer guidance and technical expertise related to all parts of the civil service system.

The focus at this level extends beyond staffing assignments to include training and serving as subject matter expert in specific subject areas. Assignments require the application of knowledge of the civil service system, laws and procedures as well as state and federal labor laws. Decisions made often require interpretation to ensure that the spirit and intent of the civil service law is carried out while utilizing innovative methods of accomplishing goals. The position performs organizational review and analysis, participates in the investigation of alleged violations of civil service laws or policies, and may participate on or lead special project teams in human resource management assignments

| <u>TIME%</u> | <u>GOALS AND WORKER ACTIVITIES</u> |
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| 40% | <p>A. HUMAN RESOURCES TECHNICAL ASSISTANCE AND CONSULTATION. Provide technical assistance and consultation to agencies, supervisors and the public by providing interpretation of statutes, rules, manuals, bulletins and policy letters.</p> <p>A1. Assist DPM management and DOA Legal Counsel in preparing for judicial actions at administrative or judicial courts by preparing exhibits and providing testimony to defend personnel related decisions before the Wisconsin Employment Relations Commission, Division of Equal Rights, Division of Hearings and Appeals, or state or federal courts.</p> <p>A2. Research and respond to inquiries from the agencies, supervisors, the public and other interested parties regarding human resources related matters, primarily those related to merit recruitment and selection.</p> <p>A3. Assist in revision and development of policies and procedures covering merit recruitment and selection.</p> <p>A4. Participate in the research and development of Wisconsin Human Resources Handbook policy chapters as assigned.</p> <p>A5. Develop correspondence and other reports in accordance with established standards of the department.</p> <p>A6. Provide input to division and department project workgroups and draft policy recommendations as required.</p> <p>A7. Make inquiries relative to perceived errors in delegated actions through discussion with assigned agencies and when necessary work with agency representatives to insure that corrective actions are taken.</p> <p>A8. Lead and/or participate in Wisc.Jobs and PeopleSoft enhancements and in the development of new HRIS system(s) by assisting information systems developers understand the business requirements of the system, suggesting changes, testing new features and by providing training and assistance to other DOA/DPM and agency staff utilizing the system.</p> <p>A9. Lead Staffing Delegation Audits (referred to as Program Reviews).</p> <p>A10. Respond to assigned PeopleSoft support tickets in a timely manner.</p> |

25%

- B. ASSESSMENT DEVELOPMENT AND VALIDATION.** Perform job analysis; develop and implement recruitment strategies; participate in the creation and revision of civil service assessments; analyze assessment and examination results; and establish statewide employment registers and certifications for broad occupational groups. Ensure all transaction data is managed in the automated staffing system (i.e., Wisc.Jobs).
- B1. Recommend/determine appropriate assessment strategy prior to recruitment, announcement and examination.
 - B2. Implement recruitment activities for positions requiring special recruitment and/or affirmative action contacts beyond agency recruitment.
 - B3. Review and approve job analysis materials and proposed assessments submitted by agency staff, checking for adequate supporting material, appropriate methodology, quality of content and other validity considerations. Modify materials as necessary.
 - B4. Develop or review job analysis, selection assessment strategy and job announcements, drafted by agency staff to confirm appropriate assessment tools and quality of content.
 - B5. Develop assessment tools or assist job experts in developing assessment tools including but not limited to resume screen, multiple choice exams, essay exams, objective inventory questionnaire, short answer, oral boards, and training and experience assessments (T&E).
 - B6. Participate in conducting formal item review sessions with job experts to ensure content validity of multiple choice items and other assessments.
 - B7. Work with agency staff to select appropriate rating panel members for rated assessments and examinations and instruct raters in valid scoring methods, content validation exam construction methods and the proper application of scoring criteria.
 - B8. Evaluate assessment ratings, as appropriate, for strictness, leniency, central tendency and halo error.
 - B9. Determine raw score conversion methods (e.g., use of standard scores, item or component weight, alternative scoring methodologies, etc.) and passing points (including lowering passing points) and cutoff points (e.g., psychometric properties, nature of the register to be established, anticipated number of vacancies, relationship between job content and examination content, etc.)
 - B10. Review results of selection procedures for adverse impact according to established standards. Revise or recommend revision to selection procedures to minimize or eliminate adverse impact.
 - B11. Review and modify, approve or deny requests to use related registers, reactivate or extend registers, etc.
 - B12. Work with agency managers and supervisors to determine appropriate certification rule and evaluate results.
 - B13. Review established employment registers to determine quality/quantity of candidates by area, current labor market conditions and number of hires anticipated to determine extension or expiration date of register.
 - B14. Provide technical assistance to agency staff on evaluation of assessment statistics.
 - B15. Review and approve/deny removals from registers & certifications, and requests to rescind certifications.
 - B16. Contact appointing authorities/supervisor for feedback on the selection procedures and certification results.

- 15% C. **COORDINATION & PARTICIPATION IN DOA/DPM-SPONSORED TRAINING COURSES:** Plan, modify, design, conduct, present, and analyze DOA/DPM-sponsored training courses. Develop and present new training courses based off of agency needs.
- C1. Develop course objectives, materials, curriculum, based on department and state training needs.
 - C2. Participate as a co-trainer in the presentation of assigned segments of training for agencies and other staff including, but not limited to: New Supervisor, Staffing, Wisc.Jobs and other adhoc training courses developed to meet agency needs.
 - C3. Conduct evaluations of training programs, analyzing results, making recommendations for modifications and improvements in course content and delivery methods.
 - C4. Update materials in accordance to handbook chapters, statutes, etc., and assist with providing training pertaining to the updates made.
- 20% D. **SPECIAL PROJECTS IN BUSINESS PROCESS IMPROVEMENT, PEOPLESOFT AND WISC.JOBS:** Function as a project team member or project lead for a defined segment of large projects for select assignments as requested by management.
- D1. Serve as a subject matter expert in various areas and on project teams.
 - D2. Participate in the planning of strategy to break down major components of a project to the lowest level of implementation detail.
 - D3. Participate in the project plan steps and report to project manager on progress as defined.
 - D4. Seek project manager's assistance with project elements that require timeline or content adjustments.
 - D5. Prepare necessary summary reports for roll up into overall project summary.
 - D6. Evaluate current policies, procedures, methods and workflow to determine and gain insight into the rationale for the present systems/processes.
 - D7. Conduct analyses of data and develop recommendations for program enhancements to achieve service delivery goals.
 - D8. Lead and/or participate in PeopleSoft and Wisc.Jobs enhancements and projects.

KNOWLEDGES, SKILLS & ABILITIES

1. Considerable knowledge of human resource management theories, concepts and principles.
2. Considerable knowledge of job analysis techniques, concepts and principles.
3. Effective problem solving, analytical skills.
4. Knowledge of analytic principles or statistics commonly used in testing and assessment.
5. Able to work with diverse groups of people and/or with sensitive situations.
6. Knowledge of adult learning theories.
7. Effective presentation skills.
8. Considerable knowledge of Wisconsin statutes and administrative rules related to human resources and employment.
9. Considerable skill in using Microsoft Office suite software including Word, Excel, PowerPoint, Outlook.
10. Considerable knowledge of professional and legal standards and requirements relating to AA/EEO, state and federal statutes or codes, and uniform guidelines on employee selection.
11. Considerable knowledge of methods used in developing content valid assessments.

12. Considerable knowledge of recruitment policies, procedures, strategies, and processes.
13. Extensive ability to effectively understand and resolve human resource issues related to merit recruitment and selection at the supervisory level and at the agency level.
14. Ability to create new methods and strategies to ensure recruitment and selection continues to improve and adapt.
15. Ability to maintain confidentiality of sensitive information related to the employer/employee relationship.
16. Skill in PeopleSoft and Wisc.Jobs